



**U. S. PRETRIAL SERVICES AGENCY  
EASTERN DISTRICT OF CALIFORNIA  
POSITION VACANCY ANNOUNCEMENT**

**Position:** U. S. PRETRIAL SERVICES OFFICER (permanent/full-time)

**Location:** U. S. Pretrial Services Agency  
Sacramento, CA

**Salary Range:** CL 28 (\$58,903 - \$95,783)  
(Starting salary dependant upon experience and current salary)

**Opens:** October 1, 2012

**Closes:** October 18, 2012

**Announcement #:** FY13-01

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**DISTRICT**

This position is located in the U. S. Pretrial Services Agency of the U. S. District Court in Sacramento, California. The Pretrial Services Officer investigates defendants and makes recommendations on the amount of bail and the conditions to be met by the defendant. Insures public safety through the monitoring and supervision of defendants placed under supervision by the court. Applicants not in the federal system must not exceed the age of 37 years old. Frequent travel within the Eastern District of California is required. The Eastern District of California includes 34 counties in the Central Valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional offices are located in Fresno and Bakersfield.

The person selected for this position will have contact with confidential material which is protected under the Pretrial Services confidentiality regulations, issued under Title 18 U. S. C., Section 3153(a)(1) and (2). Disclosure of any confidential information to the outside public is prohibited.

**PRIMARY DUTIES:** The incumbent performs a full range of duties and responsibilities including but not limited to the following:

Gathers and verifies background information concerning persons charged with federal criminal offenses when they are arrested or summoned to the court. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's Office, family and community members. Uses law enforcement automated criminal records systems to obtain and verify information. Drug testing and substance abuse assessments are performed;

Evaluates information and prepares a report to the magistrate judge prior to the initial hearing with an assessment of flight risk and danger to the community. A recommendation regarding bail and/or release or detention of the defendant is included in the report. In formulating a recommendation, considers prior convictions, ability of the defendant to post bond, community ties, possibility of substance abuse, and the risk of flight as well as the degree of danger to the community; develops a supervision plan and prepares case reviews and conducts risk assessments on defendants being interviewed;

Supervise defendants being released by the Court. Makes regular telephone contacts, home visits, and community contacts as required by the conditions of release;

Prepares reports and makes recommendations regarding all apparent violations of pretrial release conditions or arrests of persons released to the custody of or under the supervision of the Pretrial Services Agency;

Assists persons released on bail in securing any necessary employment, medical, legal or social services;

Is responsible for case records as required by the Court, the Administrative Office of the U. S. Courts, and the chief

pretrial services officer; and,

Performs all other related duties as assigned.

**QUALIFICATIONS:** To qualify for the position of U.S. pretrial services officer, the applicant must be a college graduate with a degree in social science or in a field appropriate to the subject matter of the position. Two years specialized experience is required to compete for entry level CL 28. Specialized experience is defined as progressively responsible experience, gained after completion of a Bachelor's Degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable. Advanced academic degrees cannot be substituted for specialized experience.

**MEDICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:** A pretrial services officer's duties require the investigation and management of alleged criminal defendants who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or later convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Any severe health problems that constitute employment hazards to the applicant or others may disqualify an applicant. The medical requirements and essential job functions for this position are available for public review at <http://www.uscourts.gov> (use Probation and Pretrial Services, then Officers links).

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, the incumbent may be subject to subsequent fitness-for-duty evaluations as deemed necessary by management for reasonable cause.

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

**EMPLOYMENT BENEFITS:** U.S. Pretrial Services Officers are judicial appointees and are not covered by Office of Personnel Management regulations. Employees are considered "Excepted Appointments" and considered "At-Will" judicial employees, subject to a six-month probationary period, and can be terminated with or without cause by the appointing authority. However, they are entitled to the same benefits as other Federal employees. Some of these benefits are:

Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15<sup>th</sup> year of service; thereafter, 26 days per year; sick leave earned at 4 hours per pay period;

Participation in the Federal Law Enforcement Hazardous Duty Retirement Program and in a tax deferred Thrift Savings Plan;

Voluntary participation in a Federal health insurance program of the employee's choice;

Voluntary participation in the Federal Employee's Group Life Insurance Program;

Up to 10 paid holidays per year;

Time in service with other Federal agencies and prior military service will be taken into consideration in computing employee benefits;

This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit); and,

Optional enrollment in long-term care insurance, and flexible spending account programs for medical expenses, commuter benefits and dependent care.

**SECURITY INVESTIGATIONS:** After meeting the medical requirements, applicants considered for this position must undergo a full security investigation by the Office of Personnel Management. This investigation will include a credit check and a local background investigation. Also, any candidate offered employment will be subject to pre-employment drug screening. All incumbent officers are subject to ongoing, random drug screening and updated background investigations every five years during the course of their employment.

**APPLICATION PROCEDURES:** Interested applicants must submit the following documents to the address below:

- Cover letter
- Resume
- Form AO 78 (Application for Judicial Branch Federal Employment)
- Applicant's two most recent performance evaluations
- Three professional references

Due to the potential volume of applications, the U.S. Pretrial Services Agency will only communicate with those individuals who will be invited for personal interviews.

Failure to submit the above requested materials will result in immediate disqualification. Incomplete applications will not be considered, retained or returned. Only one application per candidate will be accepted for this announcement.

Application materials may be mailed, faxed, hand delivered, or emailed to the attention of:

**Gina L. Faubion**  
Chief Pretrial Services Officer  
501 I Street, Suite 2400  
Sacramento, CA 95814  
(916) 930-4357  
(916) 930-4355 (fax)  
gfaubion@caept.uscourts.gov

**To Obtain a copy of the AO-78, Federal Judicial Branch Application for Employment**  
[www.uscourts.gov](http://www.uscourts.gov) or [www.google](http://www.google), type in AO-78

**CLOSING DATE:**  
**Applications received after October 18, 2012 will not be considered.**

**DISCLOSURES:**

Neither reimbursement for travel associated with the selection process nor relocation expenses are authorized.

More than one position may be filled from this announcement.

United States citizenship is required for consideration for this position.

This position is subject to mandatory participation in electronic fund transfer for payment of net pay.

This office will contact references listed by the final group of candidates and may contact former employers, whether listed as references or not, to seek information on past performance history.

United States Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.

**\*\*\*THE U.S. PRETRIAL SERVICES AGENCY  
FOR THE EASTERN DISTRICT OF CALIFORNIA  
IS AN EQUAL OPPORTUNITY EMPLOYER\*\*\***